



BUYER AIDE

Job Code: 0014

Originated: 10/02

Revised: 07/06

HR Ordinance Status: Classified

Salary Grade: 1218

EEO Code: 25

FLSA: Non Exempt

Supervisory: No

Competencies Required:

CLASS SUMMARY

The fundamental reason the Buyer Aide exists is to be responsible for entry level purchasing assignments in the Purchasing Department.

DISTINGUISHING CHARACTERISTICS

Buyer Aide is distinguished from the Buyer classification by the level and scope of duties performed. This classification does not supervise.

ESSENTIAL FUNCTIONS

Performs duties and responsibilities commensurate with assigned functional area within a department(s) which may include, but are not limited to, any combination of the following tasks:

- Assists all Buyers with procurement related tasks and issues as requested.
- Participates in training of Purchasing rules, procedures and methods with all Buying staff.
- Follows-up/expedites delivery of purchasing orders.
- Researches and expedites late deliveries when requested by the Buyers.
- Processes after-the-fact requisitions.
- May prepare and proof bid tabulations.
- Assists Buyers in the collection of data for preparation of product specifications.
- Performs routine contract administration research and follow-up.
- Sorts, prioritizes and processes work according to customer requirements.
- Responds to all vendor, staff and citizen inquiries in a timely manner.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities

Knowledge of:

Principles and practices of business administration.

Fundamental procedures involved in a purchasing operation.

Microsoft Office software including Word and Excel.

Ability to:

Analyze and interpret technical specifications.

Read, comprehend, and apply knowledge of laws, ordinances, rules, regulations and procedures governing public procurement.

Make arithmetical calculations with accuracy and speed, manually or through use of a calculator.

Resolve inquiries and complaints from the public.

Communicate effectively, both verbally and in writing.

Establish and maintain effective working relationships with vendors and all levels of City staff and communicate courteously and respectfully.

Produce written documents with clearly organized thoughts using proper sentence construction, punctuation and grammar.

Education and Experience

Any combination of education and experience equivalent to two years of procurement experience preferably in a public environment.

Licensing and Other Requirements

Must possess and maintain a valid Arizona driver's license with no major driving violations within the past 39 months.

Other pertinent licenses and/or certifications may be required of some positions depending on department/section assignment.

SUPERVISION RECEIVED AND EXERCISED

Work is performed under general supervision by the Purchasing Manager in the Financial Services Department and within standard operating procedures.

WORK ENVIRONMENT/PHYSICAL DEMANDS

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job or that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequently required to sit; talk or hear, both in person and by telephone.
- Occasionally required to lift up to 15 pounds.
- Operate a variety of standard office equipment including a computer, a variety of computer software, telephone, 10-key calculator, copy and fax machine requiring continuous and repetitive arm, hand and eye movement.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.